

DEVELOPMENT SERVICES REPRESENTATIVE

DISTINGUISHING FEATURES

The fundamental reason the Development Services Representative exists is to provide customer service to the public and developers, contractors, engineers and others at the counter and over the telephone in the One Stop Shop in the Planning and Development Services Department. This classification is not supervisory. Work is performed under immediate supervision by a Development Services Manager.

ESSENTIAL FUNCTIONS

Learns and interprets City codes and regulations.

Communicates with and assists the public in submittal requirements for all plan review of new structures, improvements, and additions.

Issues building, off-site, and other permits.

Checks plans for setbacks, easements, water and sewer lines, etc..

Accepts applications for Development Review, rezoning and use permits for Board of Adjustment, abandonments, lot splits and lot ties, etc.

Interprets the City of Scottsdale Zoning Ordinance. Calculates fees for all permits and plan reviews.

Answers questions concerning the development process and any routine or special requirements (such as density, parking, circulation, zoning, utility easements, location of water and sewer lines, and routine building codes).

Prepares reports. Coordinates with County, State, and other City offices.

Retrieves and moves bulky documents, plans, and files for information gathering or sharing.

Handles development and building permit fees and related accounting.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

building, urban planning, and engineering practices and terminology;

Ability to:

read blueprints and calculate fees;

communicate effectively both orally and in writing;

Education & Experience

Any combination of education and experience equivalent to two years of recent public contact and telephone experience, including some development related experience.

FLSA Status: Non-exempt

HR Ordinance Status: Classified

